

APPROVED LIST OF THIRD PARTY PLAN CHECKERS

(Only Authorized Plan Checkers are to Perform Plan Reviews and to Stamp and Sign Approved Plans)

Consultant	Address Phone Number / Fax Number	Authorized Plan Checkers	
Attri & Associates	248 Sydney Drive Alamo, CA 94507 (925) 939-5033	Harry Attri, P.E.	
Ahearn, Knox & Hyde, Inc.	1505 Meridian Avenue, Suite B San Jose, CA 95125 (408) 978-1970 / (408) 267-7919	George Siegfried, S.E. Christopher Lavond, P.E. Stephen Ward, P.E. Mae Kawamoto, P.E.	Dennis B. Ahearn, S.E. William S. Knox, S.E. Tim D. Hyde, S.E.
BJY Northwest	5776 Stoneridge Mall Road, Suite 325 Pleasanton, CA 94588 (925) 251-9000 / (925) 251-9100	Keith Long, R.A.* Indu Parikh, S.E.	Tsong F. Jeng, S.E.
Berryman Henigar	6150 Stoneridge Mall Road, Suite 370 Pleasanton, CA 94588 (925) 468-7400 / (925) 468-7413	Edwin Chock, S.E. Jim Hodges, P.E. Todd Bailly, P.E.	Joubin Papour, P.E. Gary Varum, S.E. Rocco Serrato, P.E.
CSG Consultants, Inc.	1660 South Amphlett Blvd., Suite 330 San Mateo, CA 94402 (650) 522-2525 / (650) 522-2599	Richard Mao, P.E. Khoan Duong, P.E.	Jensen Ginsun Ku, S.E. Ritchie Kato, S.E.
Dushan Skarich & Associates	980 Ninth Street, 16 th Floor Sacramento, CA 95814 (916) 449-9581 / (916) 941-0522	Dushan Skarich, S.E.	Ronald Beehler, S.E.
EsGil Corporation	9320 Chesapeake Drive, Suite 208 San Diego, CA 92123 (858) 560-1468 / (858) 560-1576	Sergio Azuela, P.E. Bert Domingo, P.E. Ali Sadre, S.E. David Yao, P.E. Edward B. Wilczak, R.A.*	Dick Esgate, P.E. Jim Gilshian, P.E. Kurt Culver, S.E. Chuck Mendenhall, S.E. Abe Doliente, P.E.
Harris & Associates	34 Executive Park, Suite 150 Irvine, CA 92614 (949) 655-3900 / (949) 655-3995	Samir Y. Ghosn, P.E. Bachar Koujah, P.E.	
Kutzmann & Associates, Inc.	39355 California Street, Suite 200 Fremont, CA 94538 (510) 796-3003 / (510) 796-9422	Kathy Buccarello, P.E. Mario Fovinci, S.E. David Darrow, P.E., Kei Shuen Chan, S.E. Karen Huntington, S.E.	Patricia Kutzmann, P.E. Carroll M. Woods, P.E. Tina Holliday, P.E. Karen S. Robinson, P.E. Stan V. Siler, S.E. Curtis Hume, S.E.
Linhart, Petersen, Powers Associates	6088 Sunol Boulevard, Suite 100 Pleasanton, CA 94566 (925) 226-1320 / (925) 218-1970	David Basinger R.A.* Val Dizitser, P.E. Norman Hong, R.A.* Susan Kautzer, P.E. Roger Peterson, S.E. James Rahrnick, P.E. Susan Ramirez, P.E. Jess Villar, P.E.	Frank J. Linhart, S.E. Kenneth C. Petersen, P.E. Kevin M. Powers, P.E. Talat A. Abbasi, P.E. Giyan A. Senaratne, S.E. Ana Najarro-Akin, P.E. William T. Rogers, S.E.
Marvin Bamburg Associates, Inc.	1176 Lincoln Avenue San Jose, CA 95125 (408) 297-0288 / (408) 297-0384	Marvin A. Bamburg, R.A.*	
The Phillips Group	100 Stony Point Road, Suite 290 Santa Rosa, CA 95401 (707) 527-8500 / (707) 527-0338	Brad Miller, S.E. Donald T. Morton, S.E. Rachel Lang, R.A.*	Ted J. Morrison, S.E. Michael J. O'Connor, S.E.
R.K. Associates	2358 Fish Creek Place Danville, CA 94506 (925) 820-4816 / (925) 820-6513	Ray Kansara, S.E.	
Technical Analysis, Inc.	1280 Scott Blvd., Suite B Santa Clara, CA 95050 (408) 296-2824 / (408) 296-6192	Paul Tai, P.E.*	John Pau, S.E.
Wildan Associates	2295 Gateway Oaks Drive, Suite 210 Sacramento, CA 95833 (800) 390-3088 / (916) 924-3644	Edwin J. Nicholson, S.E. Bob Griffin, S.E. Eric T. Moran, P.E.	David Crane, S.E.

*Non-structural Plan Review only. If you have any questions please call:

John Wolfram (408) 277-8163

Allen Lang (408) 277-8175

Homer Maiel (408) 277-4583

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Mike Tang (408) 277-8166

07/08/02

Third Party Plan Check Procedure

In order to reduce the time required for plan check and expedite the plan check approval process, the owner/applicant may opt to use the third party plan check procedure. Benefit of a third party plan check approval is to resolve all the code requirements on the plans in order to reduce Building Division plan check time significantly, the procedure is detailed as follows:

1. Select a qualified third party plan check consultant from the Building Division's approved list, the consultant must have appropriate qualification and experience for the type of project. Owner/applicant is responsible for bearing the cost of the plan check service to be provided by the third party firm. This payment is in addition to the Building Division plan check fees.
2. Submit required number of plans and related documents to the Building Division, and pay the plan check fee. A plan check / project number will be assigned for the project which is the project tracking number. (under no circumstances shall the plans be submitted to the 3rd party before submittal to the Building Division)
3. Owner/applicant to submit all required documents to the third party separately. Notify the Building Division of the selection of third party, and the anticipated date of receipt of first set of comments, immediately. This should be done by completing the bottom of this application.
4. The project will be assigned to a City project manager (CPM) and the applicant will be informed accordingly. The CPM will also inform the applicant of all the required clearances. During the plan check all unresolved code issues shall be communicated to the CPM as soon as they arise, and some issues may require Alternate Materials & Methods of Construction Request Form.
5. For obtaining a "Foundation Only" permit prior to obtaining a shell permit; please refer to the City of San Jose Procedure on Foundation Only permits. A copy of the procedure can be obtained from the Building Division Permit Center.
6. The consultant, after completion of each cycle of plan check shall submit a copy of the comments to the CPM first and wait 3 working days before submitting the comments to the applicant. This is intended to provide the CPM an opportunity to perform a cursory review of the drawings and comments and contact the consultant if necessary.
7. Revised plans shall be submitted to the CPM every time the plans are revised for resubmittal. Additional sets for Fire, Hazardous material, plumbing, mechanical, and electrical should be submitted directly to the respective plan checkers for those specialties. The CPM should also receive a copy of all resubmittal correspondence from the applicant to the third party firm.
8. Upon completion of the plan check process, the following shall be submitted by the third party firm to the building division:
 - a. A letter of approval with a brief analysis of how the building complies with the current codes.
 - b. All the plan check comments and responses.
 - c. Two sets of approved plans and related documents. All sheets of plans and the cover sheet of other documents shall be stamped and signed by an authorized individual included in our approved list. The CPM will then process and clear the documents for obtaining a building permit within approximately 3 working days from the receipt of the entire package.

This portion must be completely filled in by the applicant and turned in to the Building Division. Faxed copies are acceptable.

Plan Check Number: _____

Date: _____

Third Party Selected: _____

Anticipated Date of 1st Comments: _____

Applicant (print name): _____

Signature: _____

Phone Number: _____

Fax Number: _____

Estimated Date of Plans to be Submitted by the Owner/Applicant to the 3rd Party Consultant: _____

